

**Maine EMS Examination Committee Meeting
Tuesday, September 18, 2001
Maine EMS Conference Room, Augusta**

Minutes

Present: J. Vaniotis – Chair, K. Roderick, D. Gilman, J. LeBrun,

Absent: D. Bahr, R. Doughty, G. Utgard

Staff: D. White

1. Call To Order - The meeting was called to order at 9:50 a.m.

D. White reported that D. Bahr and G. Utgard had notified him that they would be unable to attend the meeting.

A. Introductions - None

B. Assign Timekeeper – K. Roderick

C. Additions/Deletions to the Agenda – None

D. White reported that the CLEAR conference that he was to attend last week was cancelled due to the recent terrorist attacks in the United States.

2. Minutes – July 17, 2001, meeting minutes - review for acceptance

The minutes of the July 17, 2001, meeting were reviewed.

Motion: To accept the minutes of the July 17, 2001, meeting (LeBrun;Roderick - motion carries).

3. Old Business

A. Exam Administration Manual (EAM)

The Committee reviewed the written exam instruction information prepared by J. LeBrun. She will present a revised version at next month's meeting.

Changes were reviewed and more changes made to the Examiner Payment Record. The final version will be presented at the next meeting.

The Committee discussed the BLS cardiac skill sheet that had been revised by staff in July 2001. Extensive discussion ensued as to the format of the station. Due to the depth of discussion and issues, it was consensus that the BLS Cardiac station skill sheet be given adequate time for review at the next meeting. Current AHA guidelines and National Registry information to be provided for the next meeting.

Work on the Exam Administration Manual will continue with *Examiner and Programmed Patient Instructions* and *Candidate Instructions* at the next meeting.

B. Elimination of Practical Exams – Placeholder pending report

4. New Business - None

5. Next Meeting

The next meeting will be held on Tuesday, October 16, 2001, from 9:30 a.m. to 12:30 p.m. at Maine EMS in Augusta.

A. Set Agenda - Next agenda to include:

1. Exam Administration Manual - Appendices
2. BLS Cardiac Skillsheet
- 3.

6. Adjournment - The meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Drexell White